

# Release from Pre- Check

Project (b) (6) Order # 717UKTL2Y  
Order Verifier (b) (6) Release Date 10/28/20

## Included Paperwork

PQM order Copy ☒ Material List ☒ Lead Test Results Negative Responsibility Form ☒

## Job Attributes

Storage on Site \_\_\_\_\_ Approx. Height off Ground 1st  
Hoisting Required \_\_\_\_\_ Special Equipment \_\_\_\_\_ Scaffolding \_\_\_\_\_  
Mail slot provided \_\_\_\_\_ Paint/Stain Sample Provided \_\_\_\_\_ Upstate Door \_\_\_\_\_  
Masonry Install \_\_\_\_\_ Welder Required \_\_\_\_\_ Copper Roof \_\_\_\_\_  
Crew size 2 Miscellaneous Labor No

## Customer

Preferred Contact \_\_\_\_\_ Email ; phone \_\_\_\_\_  
Alarms \_\_\_\_\_ Customer Alerted \_\_\_\_\_  
Install preferred Days/Dates Asap

**Shop** Installed Hardware / Modifications \_\_\_\_\_

**Delivery** notes \_\_\_\_\_

**Parking** \_\_\_\_\_ Street \_\_\_\_\_

**Additional Notes** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Job Name: (b) (6)(b) (6)				Quote No.: 13191155				Order No.: 717UKTL2Y			Paint <u>No Paint</u> Lead Safe?			
2	(Last, First) *REQUIRED				*REQUIRED				*REQUIRED			*REQUIRED			
3	Stocked Material														
4	Trim (180 LF max)	Primed	Clear	Paint	Stain	Color	Lumber	Caulk (* = 50 tubes max)	Coil Stock:	12"x50'	24"x50'				
5	*note board quantity and length - ie 8 @ 10'					Check One	2 x 4 x 8	Almond	Brown						
6	Beaded Colonial - 2-1/4"						2 x 6 x 8	Black	Classic White	1					
7	Beaded Colonial - 2-1/2"						PT 2x6x8	Brick Red *	Poplar White						
8	Beaded Colonial - 3-1/4"						PT 1x6x8	Brown	Putty						
9	Beaded Colonial - 3-1/2"						Plywood	Classic White	8	Tan					
10	Adams Casing - 3-1/2'						1/2" x4x 8 CDX	Clear	White						
11	Sanitary Casing - 3-1/2"						1/2" x4x 8 Primed	Eldridge Gray *	Almond						
12	Sanitary Casing - 2-1/2"						1/4" x4x 8 Luan	Fossil *	Black						
13	Cove - 11/16"						#2 PINE	Hartford Green *	Auburn Brown						
14	Ranch - 2-1/4"						1 x 4 @ 16	4@16'	Morning Sky *	PVC (15 Max)	Color				
15	Quarter Round - 1/2"						1 x 6 @ 14	Poplar White	PVC will come in 18' pieces						
16	Quarter Round - 3/4"						Miscellaneous	Putty	2" Brickmold						
17	Stool - 5/4 x 3 - 1/4"						Backer Rod (total LF)	Tan	1 x 4						
18	Stool - 5/4 x 5 - 1/4"						Drywall	White (int.)	2	1 x 6					
19	Oak Shoe 3/4"						Drywall Tape	White (Ext.)	5/4 x 4						
20	Oak Hearth Strip						Joint Compound	Vanilla Cream *	5/4 x 6						
21	Stop - Colonial 1-5/8						Pella Tape 150'	1	Insulation	PVC Accessories	Quantity				
22	Stop - Sanitary 1-5/8						Plastic 4 Mil (10x25)	Foam Spray	2	Nail Eraser Crayons					
23	Stop - Beaded 1-1/8						Roof Felt	R-13 Roll (77.5sqft)		PVC Cortex Screws					
24	Flat Stock	Primed	Clear				Shims-Stack	20	R-19 Roll (77.5sqft)	PVC Glue					
25	1 x 4	4@16'								Knee Brace					
26	1 x 8									small					
27	5/4 x 4									medium					
28	Have tapcons									large					
29										Rosette					
30										2-1/2'					
31										3-1/2'					
32															
33															
34															
35															

# Crew notes

Front Porch - Remove existing units

Pad the MO with 1x around perimeter ; fasten with tapcons ;  
apply flashing tape

Install new units

Insulate

Use 1x primed to make stops + painter's caulk @ interior

Cap exterior



# Office Order Copy

Branch Number: 71700

Window Store Name:

Order Number: 717UKTL2Y

Quote Number: 13191155

Quote Description:

Project Name:

(b) (6) (b) (6)

Customer Information	Deliver To Address	Order Information
<p>(b) (6) (b) (6)</p> <p>Great Plains #: 1005890574 Customer ID: 18566284 Customer Number: 1009739080 Customer Account: 1005890574</p>	<p>Lot # Address:</p> <p>(b) (6) (b) (6)</p>	<p>Sales Rep Name: Butler, Justin Business Segment: Retail Market Segment: Single Family Replacement Order Type: Installed Sales Effective Discount: 40.364% Commission Split: Butler, Justin - 100%</p> <p>Payment Terms: Event #: Order Verifier Name: Scheduled Install Start Date: Install Crew: Install Duration:</p> <p>Cust Delivery Date: None Quoted Date: 9/29/2020 Contract Date: 9/30/2020 Booked Date: Earliest LRD:</p> <p>Tax Code: DCINSTALL8 Tax Exempt #: Customer PO #:</p> <p>Order Verification Date: Scheduled Install End Date: Install Status:</p>

Customer Notes: Qty 5: Encompass Series Vinyl Double Hung Windows (1 twin / 1 triple)  
All windows White ext. & int. - white hardware - full screen

L.F. negative.



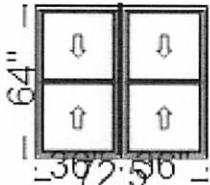
Line #	Quote Qty	PO Qty	Description	Item Price	Ext'd Price
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10 1 0 RPSET202 - INSTALL for 1000+  
Location: None Assigned  
Rough Opening:  
Frame Size:  
Final Wall Depth:  
Frame Perimeter (inches):  
Assembly Type: Branch Catalog  
Last Revision Date:

List Price:  
Discount %:  
Discount \$:  
Net Price:

(b) (6)  
(b) (6)  
(b) (6)

Outside View	Line #	Quote Qty	PO Qty	Description	Item Price	Ext'd Price
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20 1 1 Vinyl Windows / Doors By Pella, 2-Wide Double Hung, 72.5 X 64, White  
Location: None Assigned  
Rough Opening: 73" X 64.5"  
Frame Size: 72.5" X 64"  
Final Wall Depth:  
Frame Perimeter (inches): 273  
Assembly Type: Pella Assembled  
Last Revision Date:

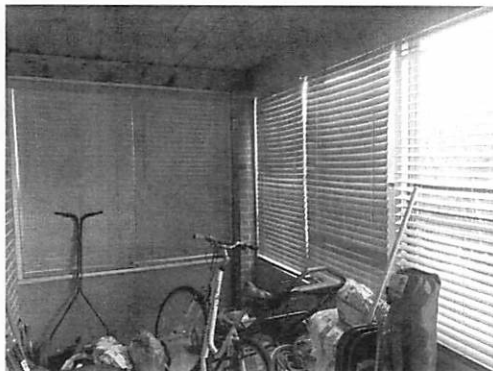
71 1/2 x 63  
1: Non-Standard Size Non-Standard Size Double Hung, Equal  
Frame Size: 36 X 64  
General Information: Standard, Vinyl, Block Frame With Mull Groove, 3 1/4", 3 1/4", Sill Adapter Included, No Head Expander  
Exterior Color / Finish: White  
Interior Color / Finish: White  
Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude  
Hardware Options: White, Standard Vent Stop, No Limited Opening Hardware  
Screen: Full Screen  
Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD PEL-N-108-00135-00001, Performance Class LC, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, Year Rated 08/11, Egress Meets Typical for ground floor 5.0 sqft (E1) (United States Only)  
Grille: No Grille.  
Vertical Mull 1: Factory Mull, 1/2" Integral Mullion  
2: Non-Standard Size Non-Standard Size Double Hung, Equal  
Frame Size: 36 X 64  
General Information: Standard, Vinyl, Block Frame With Mull Groove, 3 1/4", 3 1/4", Sill Adapter Included, No Head Expander  
Exterior Color / Finish: White  
Interior Color / Finish: White  
Glass: Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude  
Hardware Options: White, Standard Vent Stop, No Limited Opening Hardware  
Screen: Full Screen  
Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD PEL-N-108-00135-00001, Performance Class LC, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, Year Rated 08/11, Egress Meets Typical for ground floor 5.0 sqft (E1) (United States Only)  
Grille: No Grille,

(b) (6)

FS 71 1/2 x 63  
Factory 1/2" integral mull

35 1/2 x 63

NO 73 1/2 x 65



**Wrapping Information:** Pella Recommended Clearance, Perimeter Length = 273".

**Installation Notes:** pocket flange install

- \*\*\* RIW219 - P-Fit Installation with Flange Window Removal - Single Unit
- \*\*\* RIW211 - Additional Unit within same opening over 96 united inches

Qty 1

Qty 1

Outside View	Line #	Quote Qty	PO Qty	Description	Item Price	Ext'd Price
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25

1

1

**Vinyl Windows / Doors By Pella, 3-Wide Double Hung, 107.5" X 64", White**



**Location:** None Assigned

**Rough Opening:** 108" X 64.5"

**Frame Size:** 107.5" X 64"

**Final Wall Depth:**

**Frame Perimeter (inches):** 343

**Assembly Type:** Pella Assembled

**Last Revision Date:**

**1: Non-Standard Size Non-Standard Size Double Hung, Equal Frame Size: 35 1/2" X 64"**

**General Information:** Standard, Vinyl, Block Frame With Mull Groove, 3 1/4", 3 1/4", Sill Adapter Included, No Head Expander

**Exterior Color / Finish:** White

**Interior Color / Finish:** White

**Glass:** Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

**Hardware Options:** White, Standard Vent Stop, No Limited Opening Hardware

**Screen:** Full Screen

**Performance Information:** U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD PEL-N-108-00135-00001, Performance Class LC, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, Year Rated 08|11, Egress Meets Typical for ground floor 5.0 sqft (E1) (United States Only)

**Grille:** No Grille

**Vertical Mull 1:** FactoryMull, 1/2" Integral Mullion

**2: Non-Standard Size Non-Standard Size Double Hung, Equal Frame Size: 35 1/2" X 64"**

**General Information:** Standard, Vinyl, Block Frame With Mull Groove, 3 1/4", 3 1/4", Sill Adapter Included, No Head Expander

**Exterior Color / Finish:** White

**Interior Color / Finish:** White

**Glass:** Insulated Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

**Hardware Options:** White, Standard Vent Stop, No Limited Opening Hardware

**Screen:** Full Screen

**Performance Information:** U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD PEL-N-108-00135-00001, Performance Class LC, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, Year Rated 08|11, Egress Meets Typical for ground floor 5.0 sqft (E1) (United States Only)

**Grille:** No Grille

**Vertical Mull 2:** FactoryMull, 1/2" Integral Mullion

(b) (6)

FS 107 1/2" x 63

Factory 1/2" integrated mull



**3: Non-Standard Size Non-Standard Size Double Hung, Equal**  
**Frame Size:** 35 1/2 X 64  
**General Information:** Standard, Vinyl, Block Frame With Mull Groove, 3  
1/4", 3 1/4", Sill Adapter Included, No Head Expander  
**Exterior Color / Finish:** White  
**Interior Color / Finish:** White  
**Glass:** Insulated Low-E Advanced Low-E Insulating Glass Argon Non High  
Altitude  
**Hardware Options:** White, Standard Vent Stop, No Limited Opening  
Hardware  
**Screen:** Full Screen  
**Performance Information:** U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD  
PEL-N-108-00135-00001, Performance Class LC, PG 35, Calculated  
Positive DP Rating 35, Calculated Negative DP Rating 35, Year Rated 08|11,  
Egress Meets Typical for ground floor 5.0 sqft (E1) (United States Only)  
**Grille:** No Grille,  
**Wrapping Information:** Pella Recommended Clearance, Perimeter Length  
= 343".

35" x 63

75 107" x 63

**Installation Notes:** pocket flange install

- \* \* \* RIW211 - Additional Unit within same opening over 96 united inches
- \* \* \* RIW219 - P-Fit Installation with Flange Window Removal - Single Unit

Qty 2  
Qty 1

Customer (b) (6)(b) (6)

Quote Description: (b) (6)(b) (6)(b) (6)(b) (6)(b) (6)

Order Number: 717UKTL2Y

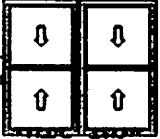
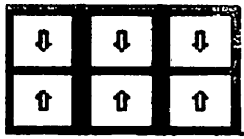
Order Pricing Totals		
Total List Price	(b)	(6)
Discountable Amount	(b)	(6)
Discount @ 40.364%	(b)	(6)
Non-Discountable Amount	(b)	(6)
Net Before Payment Discount	(b)	(6)
Payment Discount Amount	(b)	(6)
Net After Payment Discount	(b)	(6)
Taxable Subtotal	(b)	(6)
Sales Tax @ 0%	(b)	(6)
Non-taxable Subtotal	(b)	(6)
Total (Total Net + Taxes)	(b)	(6)
Deposit Received	(b)	(6)
Amount Due	(b)	(6)



# Order verification and Pre-Construction Form

Page \_\_\_\_ of \_\_\_\_

Customer **(b) (6)(b) (6)** City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Product</b> Hinge / vent Exterior view	 	Vinyl Double Hungs by Pella	
Material	Vinyl		
Exterior Color	White		
Interior finish	White		
Glass	Insulated LowE Advance Argon		
Hardware	White		
Doors sill			
Screen	Full		
Shades/ Blinds	No		
Muntin/Grilles			

<b>Installation</b>	Replace existing aluminum frames		
Jamb Depth	Block frame		
Interior trim	New interior flat trim primed		
Exterior trim	Classic white capping		
Bay/Bow Roof			
Comments			

Date 10/28/20

Customer Sign

**(b) (6)**

Order Verifie

**(b) (6)**

## Attachment to Pella Mid-Atlantic, Inc. Agreement

*It is Pella Mid-Atlantic's intention to clarify inclusions and exclusions to the contract.*

### Homeowner Responsibilities

- ☐ Secure permits and address any homeowner's association or historical guidelines, if required.
- ☐ Arrange to have any plumbing/electrical repairs or changes made by the appropriate licensed contractor. Homeowner is responsible for supplying electric and water.
- ☐ Please provide the delivery payment to the installer at the time of delivery (the installation crew has been instructed not to begin the job without this payment).
- ☐ Arrange to have alarm system disconnected and reinstalled prior to trim installation.
- ☐ Depending on the installation detail, we cannot guarantee that the new interior trim will meet the original paint line or wallpaper (if applicable).
- ☐ Pella Mid-Atlantic, Inc. is not responsible for concealed structure deficiencies (rotted wood, termite damage, etc.).
- ☒ Remove and reinstall existing window treatments and window air conditioning units.
- ☒ Remove and reinstall wall hangings or art from the walls.
- ☒ Remove and reposition furniture away from the work area (at least eight feet away).
- ☐ Cut back or tie trees, bushes or shrubs from exterior wall.
- ☐ Depending on composite configuration, retrofit products may have less glass area than original unit.
- ☐ Cleaning of all glass, interior and exterior.
- ☒ Make arrangements with crew to do a walk through at the completion of the installation.

### Pella Mid-Atlantic, Inc. Responsibilities

- ☒ Deliver and unload all products.
- ☒ Place drop cloths in work area.
- ☒ Remove old and install new interior and exterior trim, if applicable.
- ☒ Remove and reinstall exterior shutters and awnings per contract.
- ☒ Provide all equipment necessary to install products.
- ☒ Cut all wood and other materials outside the home.
- ☒ Install all products on the contract.
- ☒ Fill all nail holes.
- ☒ Insulate and caulk on exterior.
- ☒ Provide a paint or stain interior finish, per contract (touch up only on jobsite).
- ☒ Confirm that all products are in working order and demonstrate proper operation.
- ☒ Remove drop cloths, vacuum and remove all debris.
- ☒ In case of language barrier, Pella Mid-Atlantic, Inc. will provide a contact phone number for the homeowner to communicate with a manager.
- ☒ Work to be performed during normal work hours of 7 am - 5 pm, Monday - Friday, unless other arrangements are made.
- ☒ Installation warranty is for 10 years on material and workmanship. Warranty time frame to begin at date of substantial completion.
- ☐ Completion payment is due the day installation of product is substantially completed.

**If you have any questions, comments, concerns or need to reach anyone, please call**

**301-957-7070**

Pre-Construction Tech's initials

(b) (6)

Customer's initials

(b) (6)

Customer name

(b) (6)

Order number

(b) (6)



# Paint Test Kit Record Keeping

Windows and Doors

12100 Baltimore Avenue  
Beltsville, MD 20705  
PH 301-957-7070  
FAX 301-419-2301  
877-24-PELLA

## PROPERTY OWNER INFORMATION

NAME	<b>(b) (6)</b>	_____
ADDRESS		_____
CITY:		_____
E-MAIL		_____
		CONTACT #: (____) _____

## RENOVATOR INFORMATION

Fill out the following information that is available about the Renovation Site, Firm, and Certified Renovator

RENOVATION ADDRESS: same as above UNIT #: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ CONTACT #: (\_\_\_\_) \_\_\_\_\_  
CERTIFIED FIRM NAME: Estate Construction  
ADDRESS: 12100 Baltimore Ave.  
CITY: Beltsville STATE: MD ZIP: 20705 CONTACT #: (301) 957-7070  
E-MAIL: \_\_\_\_\_  
CERTIFIED RENOVATORS NAME: **(b) (6)** DATE CERTIFIED: 5/11/20

## TEST KIT INFORMATION

Use the following blanks to identify the test kit or test kits used in testing components

<b>TEST KIT #1</b>	MANUFACTURE:	<u>ESCA Tech Inc</u>	MANUFACTURE DATE:	<u>6/5/20</u>
	MODEL:	<u>D Lead</u>	SERIAL #:	<u>20156</u>
	EXPIRATION DATE:	<u>8/5/21</u>		
<b>TEST KIT #2</b>	MANUFACTURE:	_____	MANUFACTURE DATE:	____/____/____
	MODEL:	_____	SERIAL #:	_____
	EXPIRATION DATE:	____/____/____		
<b>TEST KIT #3</b>	MANUFACTURE:	_____	MANUFACTURE DATE:	____/____/____
	MODEL:	_____	SERIAL #:	_____
	EXPIRATION DATE:	____/____/____		



# Paint Test Kit Record Keeping

Windows and Doors

12100 Baltimore Avenue  
Beltsville, MD 20705  
PH 301-957-7070  
FAX 301-419-2301  
877-24-PELLA

OCCUPANT  
RENOVATION  
CITY: \_\_\_\_\_

(b) (6) (b) (6)

TEST LOCATION #: 20, 25 DATE OF TEST: 10/28/20 Lot : A or B  
DESCRIPTION OF TEST LOCATION: \_\_\_\_\_

RESULT: IS LEAD PRESENT? (CHECK ONE) : ☒ NO LEAD DETECTED ☐ LOW LEAD ☐ POSITIVE FOR LEAD  
(LEAD PRESENT - BELOW US EPA REGULATED LEAD)

TEST LOCATION #: \_\_\_\_\_ DATE OF TEST: \_\_\_\_\_ Lot : A or B  
DESCRIPTION OF TEST LOCATION: \_\_\_\_\_

RESULT: IS LEAD PRESENT? (CHECK ONE) : ☐ NO LEAD DETECTED ☐ LOW LEAD ☐ POSITIVE FOR LEAD  
(LEAD PRESENT - BELOW US EPA REGULATED LEAD)

TEST LOCATION #: \_\_\_\_\_ DATE OF TEST: \_\_\_\_\_ Lot : A or B  
DESCRIPTION OF TEST LOCATION: \_\_\_\_\_

RESULT: IS LEAD PRESENT? (CHECK ONE) : ☐ NO LEAD DETECTED ☐ LOW LEAD ☐ POSITIVE FOR LEAD  
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TEST LOCATION #: \_\_\_\_\_ DATE OF TEST: \_\_\_\_\_ Lot : A or B  
DESCRIPTION OF TEST LOCATION: \_\_\_\_\_

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RESULT: IS LEAD PRESENT? (CHECK ONE) : ☐ NO LEAD DETECTED ☐ LOW LEAD ☐ POSITIVE FOR LEAD  
(LEAD PRESENT - BELOW US EPA REGULATED LEAD)

Ref # 717UKTL2Y

Customer Initials

(b) (6)

**ATTACHMENT 6: (EPA PRE-RENOVATION FORM)****Occupant Confirmation****Pamphlet Receipt**

☒ I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

(b) (6)

Printed Name of Owner-occupant

(b) (6)

9/30/2020

Signature of Owner-occupant

Signature Date

**Renovator's Self Certification Option (for tenant-occupied dwellings only)**

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

☐ **Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

☐ **Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

**Note Regarding Mailing Option** — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.